BOROUGH OF CARLISLE
WORK PERMIT APPLICATION

Sustainable Community &
Economic Planning
53 W South Street · Carlisle, PA 17013
717-240-6930

Permit fees are due at time of submission. Do not begin work until all required permits have been issued.

1. APPLICATION TYPE

PROJECT CLASSIFICATION
☐ Residential ☐ Commercial

HISTORIC DISTRICT
☐ Yes ☐ No ☐ Unsure

PERMIT(S) REQUESTED
☐ Building / Construction ☐ Electrical

☐ Plumbing ☐ Mechanical / HVAC

Sidewalk, curb, street excavation or occupancy, floodplain, zoning, and historic-district work may require separate approvals or permits.

2. PROJECT LOCATION

Property Address	Cumberland County Tax Parcel No.
Number of Dwelling Units	Current / Proposed Use

3. PROPERTY OWNER / APPLICANT

Property Owner / Lessee	Applicant / Permitting Point of Contact
Owner Mailing Address	Applicant Mailing Address
Owner Phone / Email	Applicant Phone / Email

4. CONTRACTORS

GENERAL CONTRACTOR
Contractor / Business Name

Mailing Address *Street, city, state and ZIP*

CONTACT INFORMATION
Phone Number

Email Address

PA Contractor ID No. *If applicable*

ELECTRICAL CONTRACTOR
Contractor / Business Name

Mailing Address *Street, city, state and ZIP*

CONTACT INFORMATION
Phone Number

Email Address

License / Registration No. *If applicable*

PLUMBING CONTRACTOR **Contractor / Business Name**	CONTACT INFORMATION **Phone Number**
Mailing Address *Street, city, state and ZIP*	**Email Address**
	License / Registration No. *If applicable*

MECHANICAL / HVAC CONTRACTOR **Contractor / Business Name**	CONTACT INFORMATION **Phone Number**
Mailing Address *Street, city, state and ZIP*	**Email Address**
	License / Registration No. *If applicable*

5. DESCRIPTION OF WORK

Describe the complete scope of work *Include size / square footage and all affected building systems*

Estimated Start Date	**Estimated Completion Date**

6. PROJECT VALUATION AND PERMIT FEES

PERMIT / TRADE	FAIR-MARKET VALUE	PERMIT FEE	STATE L&I FEE
Building / Construction	$	$	$ 4.50
Electrical	$	$	$ 4.50
Plumbing	$	$	$ 4.50
Mechanical / HVAC	$	$	$ 4.50
TOTAL	**$**	**$**	**$**

Submit an executed contract, itemized estimate, or other documentation establishing the fair-market cost of construction. Valuation includes architectural, legal, and engineering fees, labor, materials, and customary local value for owner-performed, donated, or no-cost work.

7. SUBMISSION CHECKLIST

☐ Completed application	☐ Construction plans / specifications
☐ Contract or itemized estimate	☐ Workers' compensation documentation

8. ELECTRICAL INSPECTION AGENCY

The owner or contractor shall identify the selected electrical inspection agency.

☐ Accredited Services	☐ American Inspection Agency
☐ Approved Code Services	☐ M.D.I.A.
☐ Pennsylvania Code Alliance	☐ Barry Isett & Associates (Included with permit fees)

9. PLUMBING LICENSE

☐ Borough of Carlisle Master Plumbing License No.: _____

☐ Special Master license using a current license from another municipality with a comparable code (additional $50 fee).

☐ Owner-occupant performing work at a residential property owned and used solely as the owner's living quarters. This exemption does not apply to rental property.

10. WORKERS' COMPENSATION

Workers' compensation information is required for each contractor identified on this application.

☐ Yes — A current certificate of insurance is on file or attached.

☐ No — A completed and notarized workers' compensation exemption affidavit is attached.

11. APPLICANT CERTIFICATION

1. The Building Code Official and authorized inspectors may enter the premises at reasonable times to conduct required inspections, coordinated with the owner or authorized agent.

2. The estimated cost and all other information provided with this application are complete and accurate to the best of my knowledge.

3. No building or portion thereof will be occupied until known violations are corrected and any required certificate of occupancy is issued.

4. Construction will conform to the approved construction documents and the Pennsylvania Uniform Construction Code, 34 Pa. Code Chapters 401–405.

5. Changes to approved construction documents will be submitted to and approved by the Building Code Official before the affected work proceeds.

6. Any change in the responsible architect or engineer will be reported to the Borough in writing.

7. Where applicable, accessibility improvements required for alterations to a primary-function area will be provided in accordance with the applicable path-of-travel requirements.

8. Errors or omissions in the approved documents do not relieve any person from complying with applicable codes and ordinances.

By signing below, I certify that I am the owner or an authorized agent and agree to the statements above.

Applicant Signature	**Date**

12. HOME IMPROVEMENT CONTRACTOR ADVISORY

For one- and two-family residential construction, the Borough does not verify registration under the Pennsylvania Home Improvement Consumer Protection Act. Registration may be checked at attorneygeneral.gov/hic.aspx or 1-888-520-6680. Complaints concerning registration should be directed to the Pennsylvania Office of Attorney General.

14. DECISION AND PERMIT ISSUANCE - BOROUGH USE ONLY

☐ Approved	☐ Approved with conditions
☐ Additional information required	☐ Denied
Date Issued	**Permit Expiration Date**

Conditions / Comments

Building Code Official Name / Signature	**Date**

15. FINAL INSPECTION / CLOSEOUT – BOROUGH USE ONLY

☐ Final inspection approved	☐ Certificate of occupancy required
☐ Certificate of occupancy issued	☐ Permit closed
Final Approval	**Date**